

## **Minutes of the Personnel Committee**

**Tuesday, April 6, 2010**

Chair Schellinger called the meeting to order at 1:02 p.m.

**Present:** Supervisors Tom Schellinger (Chair), Pete Gundrum, Jim Heinrich, Paul Decker, Dave Falstad, and Ted Rolfs. **Absent:** Steve Wimmer.

**Also Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Employee Benefits Administrator Pete Hans, Labor Relations Manager Jim Richter, and Senior Financial Analysts Bill Duckwitz and Vince Masterson. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of 3-16-10**

MOTION: Decker moved, second by Falstad to approve the Minutes of March 16. Motion carried 6-0.

### **Chair's Executive Committee Report of 3-29-10**

Schellinger said the Executive Committee heard an update on Information Technology projects, reviewed the 2010-2012 internal audit plan, heard the 2009 cash counts report, approved appointments to the Waukesha Housing Authority and the Ethics Board, and heard committee reports.

### **State Legislative Update**

Spaeth said SB 263 updates the financial criteria for determining if someone is eligible for a public defender. This bill passed and should save the County money beginning in 2012. She is also following some land use bills.

### **Overview of Health Plan RFP Process**

Hans advised staff will be developing an RFP for our self-funded group health insurance program. The County's current administrator for services is UnitedHealthcare. An employee benefits consulting firm has been selected to assist the County in evaluating administrators that provide services in the greater Milwaukee market area. The highest rated proposer, Willis of Wisconsin, an international benefits consulting firm, was awarded the contract for about \$12,000. The next lowest bid came in at \$30,000. The second phase of this project involves evaluating insurance carriers and gathering bids. Hans noted that even though administration fees account for about 5% of the total cost (claims account for 95%), these fees total about \$900,000. He believes these fees could be lower and UnitedHealthcare will be competing with other major providers.

### **Ordinance 164-O-114: Approve Staffing Changes In Human Resources Division Of The Department Of Administration**

Richter explained this ordinance which involves abolishing one regular full-time (RFT) position of Employment Services Manager (\$86,070-\$105,830) and creating one RFT position of Human Resources Analyst (\$40,753-\$51,999), reclassifying one RFT position of Clerk Typist II Confidential (\$12.94-\$16.48) to Clerk Typist III Confidential (\$14.05-\$17.90), adjusting the salary range for Senior Human Resources Analyst (\$54,235-\$69,296 to \$65,270-\$80,246), and re-titling the Labor Relations Manager position to Human Resources Manager.

According to the fiscal note, these proposed changes will result in estimated net tax levy savings of \$49,300 in 2010 and \$62,900 in 2011.

Richter indicated these proposed changes are a result of the recent retirement of Sue Zastrow, Employment Services Manager. He said retirements are a good time to look at whether departments can benefit from restructuring. He distributed copies of the class spec for the new position of Human Resources Manager comparing it with the class spec for the position of Labor Relations Manager, and the revised class spec for the position of Senior Human Resources Analyst.

Richter advised the new, entry-level analyst position will not be filled until July so they can better meet 2010 vacancy and turnover targets. He said this position will remain entry level and was not too concerned with potential turnover. If someone were to seek a different position because they wanted a promotion, etc., that would be okay. This will not evolve into a senior level position.

Gundrum spoke in support of the ordinance and efforts by staff to save County money. He asked for a report on County growth versus employee costs. Richter said he could provide these figures. Mader noted the number of employees per capita in Waukesha County is relatively low and this information is published annually in the budget book. Gundrum requested that the report's statistics include the last ten years.

MOTION: Rolfs moved, second by Heinrich to approve Ordinance 164-O-114. Motion carried 6-0.

MOTION: Rolfs moved, second by Decker to adjourn at 1:40 p.m. Motion carried 6-0.

Respectfully submitted,

Ted Rolfs  
Secretary